



**DRILL AND CEREMONIES**

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**SUMMARY OF REVISIONS**

This supplement implements AFMAN 36-2203, *Drill and Ceremonies*, 6 June 1996. This supplement completely revises the previous edition. This supplement applies to all 18th Wing and associate units at Kadena Air Base, Japan.

**AFMAN 36-2203, 3 June 1996, is supplemented as follows:**

7.29. Sequence of Events: The following details the change of command (COC) ceremony format to be used by the 18th Wing. The same sequence of events can serve for an assumption of command ceremony by eliminating portions referring to the outgoing commander. Deviations from these guidelines will be approved only by the Commander, 18th Wing. Questions regarding the outlined procedures can be directed to 18th Wing Protocol (18 WG/CCP).

Master of ceremonies (MC) and guidon bearer are in place on stage. Opening remarks are given by the MC prior to the arrival of distinguished guests and the COC party.

MC requests audience to stand for arrival of distinguished guests, COC party, posting of colors, national anthems, and invocation. Senior commander, outgoing commander, and incoming commander, in this order, will march to the stage. If a General is senior commander, play appropriate Ruffles and Flourishes followed by General's March until senior commander is posted in front seat. Commanders will then march to join the senior commander in front of COC party seats.

**NOTE:** During a Squadron, Group or Wing COC, if a general officer is a guest, announce them and play the appropriate Ruffles and Flourishes upon their entrance, which is prior to the entrance of the COC party.

Colors are posted at center stage (figures 1 and 2). If a general officer is attending, their flag will be posted.

National anthems are played - either live or recorded music is suitable. Japanese National Anthem is played first, at which time all military members stand at attention and salute (when appropriate), and attending civilians pay respect by standing at attention, facing the flag. The American National Anthem is played immediately following the Japanese National Anthem all military members will remain at attention, and US civilians place their right hand over their heart. When music is completed, civilians may lower their right hand from their heart, but all remain standing at attention until color guard has departed.

Invocation is delivered.

If appropriate, decorations or awards are presented at this time. If decorations or awards are to be given, the senior commander and outgoing commander, take their positions in front of colors for the presentation. MC reads the accompanying citation, and upon completion of citation reading, a designated military member (positioned by the MC) gives medal/award to senior commander who presents it to outgoing commander (the senior commander and outgoing commander face each other). Upon completion of award presentation, the senior and outgoing commanders exchange salutes and resume original position facing the audience. Incoming commander then steps forward to join senior commander's formation.

**NOTE:** If decorations or awards are not being presented at this time delete item 7.29.6.

MC reads order directing COC "Attention to Orders: Special Order (read number) Under the provisions of AFI 51-604, *Incoming Commander*, Assumes command of the (Squadron, Group, Wing, etc.). Effective (date). Signed, (Senior Commander), United States Air Force, Commander (duty title)."

COC per se:

7.29.8.1. Commanders and guidon bearer position themselves facing audience.

7.29.8.2. Senior commander says, "Post." Senior commander faces left and the incoming and outgoing commanders face right.

7.29.8.3. The incoming commander steps up to the left of the outgoing commander.

7.29.8.4. The outgoing commander salutes the senior commander and says aloud, "Sir/Ma'am, I relinquish command."

7.29.8.5. Outgoing commander then takes unit guidon from the guidon bearer and gives it to the senior commander. Senior commander holds guidon and outgoing commander takes two steps straight back.

7.29.8.6. The incoming commander takes two sidesteps to the right, into the space previously occupied by the outgoing commander.

7.29.8.7. The senior commander gives the guidon to the incoming commander.

7.29.8.8. The incoming commander immediately gives the guidon to guidon bearer.

7.29.8.9. The incoming commander salutes the senior commander and says aloud, "Sir/Ma'am, I assume command." The senior commander returns the salute.

7.29.8.10. The senior commander says "Post" and the commanders face right or left to once again face the troops. Senior commander then commands "Right Face," "Forward March" (commanders march toward seats-senior commander, incoming commander, outgoing commander, in that order), and then commanders take their seats. At the same time guidon bearer returns to their starting position prior to the beginning of COC.

7.29.8.11. The MC says to the troops, "Please take your seats," and then introduces the senior commander.

7.29.9. Senior commander takes the podium and MC goes to the right of the stage. Senior commander welcomes distinguished visitors, if appropriate, and speaks to the audience briefly.

7.29.10. MC takes podium and presents the outgoing commander. Outgoing commander takes podium and makes brief remarks.

7.29.11. MC introduces the incoming commander, who makes brief remarks, then returns to seat.

7.29.12. MC takes the podium and calls the area to attention for retiring of the colors and departure of the COC party and distinguished visitors.

7.29.13. Colors are retrieved.

7.29.14. The senior commander, incoming commander, and outgoing commander depart from right of stage (in that order) behind each other; the Air Force Song is played as they depart.

7.29.15. Once the commander and party have left, the MC says "This concludes the (Squadron, Group, Wing etc.) COC. On behalf of (new commander's name), thank you for attending today's special ceremony-you are cordially invited to a reception honoring our new commander at (give place/time)."

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Commander, 18th Wing